

# MS-Word® Projects for School Use

## Why go this route?

- To become a confident, eager user of Microsoft-Word.
- To produce professional-looking documents.
- To set up commonly-used documents and then store them for easy retrieval and reuse.
- To learn a few basic trouble-shooting techniques on your computer.

## You'll know you've arrived when...

- You can use Microsoft Word to create a calendar, a memo, a FAX cover sheet, and an agenda.
- You can navigate through the Microsoft window to modify your screen, including displaying and hiding toolbars.
- You can save and/or send as e-mail attachments the documents that you have created.
- You can change the orientation of your paper from vertical (portrait) to horizontal (landscape) and back.

## Construction Zone

Please note that volumes have been written about how to use Microsoft. The intent of this document is not to replace those resources. This packet was designed to give you specific instructions on how to create some of the items you have found in other packets of MI-Map. The directions are written for beginners who possess basic computer skills. You will need to complete the tasks while using the computer. The directions are written for P.C. (not Mac) operating systems.



## It's about TIME

- Time required to complete each project will vary based on your typing speed, length of the document and skill in the use of MS-Word.




## Potential COSTS

- Costs should be minimal. Most computers come with Microsoft installed as standard software.
- Paper and ink cartridges are on-going expenses of producing documents.

## The Process

*A step-by-step guide to  
producing appealing documents  
in MS-Word, for school use.*

**NOTE:** Steps marked with a  are accompanied by one or more inserts, included in this packet.

### 1 Be sure that MS-Word is the application you need.

MS-Word handles TEXT best. If your project mostly contains lines of text (with an illustration or two), it's probably best handled by MS-WORD.

MS-Excel is great for handling information that's mostly lists of numbers, names or categories, especially if it might need to be sorted. Use MI-Map Packet 9:2.

If it's mostly graphics, or a few bullet-points to a page, see MI-Map Packet 9:3 to use MS-POWERPOINT.

### 2 Open MS-Word.

You may find an icon (usually a "W") on your screen's "desktop." If not, then click a "start" button on the taskbar at the bottom or top of your screen, and look for the "W" icon in the pop-up menu there. If you still don't see it, look for "Programs" and see if the icon appears when that pop-up menu opens. If not, look for "Microsoft" to open a pop-up sub-menu where you should find MS-Word.

### 3 Check what version you're using.

If you are using a version other than Microsoft Word 2000, the screen prints may not match yours exactly. Follow as best you can, choosing what looks like the most similar choice. It will often work.

### 4 Find the "insert" for the project you want to produce. They include:

- How to Create a Calendar (INSERT A for Step 4)
- How to Create a Database Planning Calendar (INSERT B for Step 4)
- How to Create a Memo (INSERT C for Step 4)
- How to Create a FAX Cover Sheet (INSERT D for Step 4)
- How to Create an Agenda (INSERT E for Step 4)

### 5 Follow the steps. If the steps assume something you're not sure how to do, check the inserts for Step 5. They explain "How do you DO that???" for these tasks:

- How to change the orientation of your paper (INSERT A for Step 5)
- How to save a document where you can find it later (INSERT B for Step 5)
- How to send a document as an attachment (INSERT C for Step 5)
- How to make correct toolbars available (INSERT D for Step 5)
- How to use "Office Assistant" to get help (INSERT E for Step 5)
- How to change the size of items on your screen (INSERT F for Step 5)

Note: Projects are coded to indicate degree of difficulty:

easy



hard



## **Getting more mileage from using MS-Word to produce appealing documents**

*How using your computer skillfully helps your school in regards to the following initiatives:*

### **No Child Left Behind (NCLB)**

- Professional-looking documents will help present your ideas.

### **Education YES!**

- Displaying your indicators may be easier in these MS-Word formats.

### **MI-Plan**

- Several MI-Plan steps call for calendars and agendas.



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## Resources

### People

#### Specialists

Most Intermediate School Districts have a specialist working with schools on technology issues in their service areas.

#### Coaches

The *Alliance for Building Capacity in Schools* website lists coaches whose training has been provided by Michigan State University and supported by the Michigan Department of Education. Some are experienced in working with technology issues in Michigan schools.

Please visit:

[www.abcscoaches.org](http://www.abcscoaches.org)

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